CONFERENCE OF THE EIGHTEEN-NATION COMMITTEE ON DISARMAMENT

ENDC/INF. 1/Rev.14
18 March 1969
ORIGINAL : ENGLISH

BASIC INFORMATION FOR DELEGATIONS ON CONFERENCE ARRANGEMENTS AND DOCUMENTATION

1. Conference Room

As before, the meetings of the Conference will normally be held in the Council Chamber. The delegations also have at their disposal room C.108 with facilities for informal meetings of smaller groups. Should a delegation or a group of delegations wish to use room C.108 for an informal meeting, the Liaison Officer will make the necessary arrangements. The Delegates' Lounge adjoining the Council Chamber is available for the convenience of delegates with arrangements for light refreshments.

2. Conference Secretariat

		Office No.	Telephone No.
Dr. D. Protitch	Special Representative of the Secretary-General	186	2158
Mr. A. Epstein	Deputy Special Representative of the Secretary-General	190	2194
Mr. M. Vejvoda	Senior Political Affairs Officer	161	2192
Mr. E. Stanger	Political Affairs and Liaison Officer	161	2192
Mr. A. Sanislav	Conference Officer	280	3480
(in the absence of Mr. Sanislav) Miss M. Brissaud	Conference Officer	251	3564
Mrs. B. Teslenko	Chief, Verbatim Reporters	A.218	4258
Mr. P. Stoeckel	Chief, Documents Control	C.211	3494/5/6

Mr. G.J. Lindstrom, Director, United Nations Information Service, will be in charge of press arrangements; his office is Room C.304: telephone extension 2300.

Mr. Francis Cook will also be in charge of press arrangements; his office is Room C.321: telephone extension 2317.

Mr. E.P. Toumantsev is Director of Conference and General Services of the United Nations Office at Geneva; his office is Room 276: telephone extension 3476.

Miss C.R. Rhodes is Chief of Conference Division; her office is Room 270: telephone extension 3565.

GE.69-6155
69-21735

3. Passes

New passes which will be required for entry into meetings will be issued to each member of delegations for the year 1969 as soon as the list of members is received from each delegation.

4. Verbatim Records

As in the past, the verbatim records of the Conference will be issued in English, French, Russian and Spanish. Provisional verbatim records, marked PROVISIONAL, will contain transcriptions in the original language of statements made at the meetings together with the Conference Room interpretation of those statements into other languages. Delegations will have four working days within which to make corrections to the provisional verbatim record and to submit them to the Chief, Documents Control, room C.211.

The official verbatim records, which will be ready within ten working days after all corrections have been submitted, will contain transcriptions of the original languages of statements made at the meetings, with the corrections of the originating delegation incorporated, together with Secretariat translations of the corrected statements in other languages.

5. Preparation of Documents

All documents submitted by delegations for translation and reproduction should be submitted to the Liaison Officer. In order to have copies available for interpretation and translation at meetings into other languages, documents should be submitted in ten copies to the Liaison Officer. If a delegation should desire to facilitate the simultaneous interpretation of a prepared statement, it is suggested that five copies be submitted to the Liaison Officer as soon as possible before the statement is made. Similarly, if it is desired to distribute prepared statements or documents to the other delegations, the Liaison Officer will be at the disposal of delegations to facilitate their distribution.

6. Distribution of Documents

As a rule, provisional verbatim records and documents submitted during a meeting will in the case of morning meetings be ready for distribution the following day. They can be collected from the assigned boxes in the Documents Office which is located in Room C.14 (on the ground floor below the Council Chamber - telephone extension 2623). The Documents Office will remain open during meetings of the Committee. On

days when the Committee does not meet, the office will be open from 8.30 a.m. to 12 noon; delegations wishing to have access to their boxes or to submit corrections to the provisional verbatim records outside these hours are requested to apply to Room C.111, opposite the Council Chamber.

7. Reference Documentation

A collection of disarmament documents and records is maintained and will be made available for consultation by delegations upon contacting the Liaison Officer, Mr. E.L. Stanger, telephone extension 2192.

8. Non-Governmental Communication

All communications addressed to the Conference or to the Secretariat will be retained as in the past by the Secretariat and will be available for consultation by delegations. A list of all communications retained by the Secretariat will be circulated to delegations periodically.

9. Official Functions

In order to avoid duplication of official functions, the delegations to the conference of the Eighteen-Nation Committee on Disarmament may, if they wish, consult the Protocol Service of the United Nations Office at Geneva, Room 141, (telephone extension 2127) which maintains a Register of official receptions, luncheons, dinners and other events.

CONFERENCE OF THE EIGHTEEN-NATION COMMITTEE ON DISARMAMENT

ENDC/INF. 1/Rev. 15
3 July 1969
ORIGINAL : ENGLISH

BASIC INFORMATION FOR DELEGATIONS ON CONFERENCE ARRANGEMENTS AND DOCUMENTATION

1. Conference Room

Owing to the scheduled meetings of the ECOSOC, meetings of the Conference will be held in Room VII until 8 August. Thereafter, meetings of the Conference will be resumed in the Council Chamber. Delegations will at all times have at their disposal a room with facilities for informal meetings of smaller groups. Should a delegation or a group of delegations wish to hold an informal meeting, the Liaison Officer will make arrangements for the room upon request.

2. Conference Secretariat

		Office No.	Telephone No.
Dr. D. Protitch	Special Representative of the Secretary-General	186	2158
Mr. W. Epstein	Deputy Special Representative of the Secretary-General	190	2194
Mr. H. Pac	Political Affairs Officer	161	2192
Mr. A. Stanger	Political Affairs and Liaison Officer	161	2192
Mr. A. Sanislav	Conference Officer	280	3480
(in the absence of Mr. Sanislav) Miss M. Brissaud	Conference Officer	251	3564
Mr. F. Bowe	Chief, Verbatim Reporters	A.218	4258
Mr. P. Stoeckel	Chief, Documents Control	C.211	3494/5/6

Mr. G.J. Lindstrom, Director, United Nations Information Service, will be in charge of press arrangements; his office is Room C.304: telephone extension 2300. Mr. G. Khouri will also be in charge of press arrangements; his office is Room C.319: telephone extension 2310.

Mr. A.P. Toumantsev is Director of Conference and General Services of the United Nations Office at Geneva; his office is Room 276: telephone extension 3476. Miss C.R. Rhodes is Chief of Conference Division; her office is Room 270: telephone extension 3565.

GE.69-15105
69-16277

3. Passes

Passes for entry into meetings during the year 1969 will be issued to new members of delegations as soon as the revised list of members is received from each delegation.

4. Verbatim Records

As in the past, the verbatim records of the Conference will be issued in English, French, Russian and Spanish. Provisional verbatim records, marked PROVISIONAL, will contain transcriptions in the original language of statements made at the meetings together with the Conference Room interpretation of those statements into other languages. Delegations will have four working days within which to make corrections to the provisional verbatim record and to submit them to the Chief, Documents Control, Room C.211.

The official verbatim records, which will be distributed within ten working days after all corrections have been submitted, will contain transcriptions in the original languages of statements made at the meetings, with the corrections of the originating delegation incorporated, together with Secretariat translations of the corrected statements in other languages.

5. Preparation of Documents

All documents which a delegation wishes to have translated and reproduced should be submitted to the Liaison Officer in a minimum of five copies for the needs of the translation services. If a delegation wishes to provide copies of a prepared statement or document for the needs of simultaneous interpretation into other languages, five copies of the statement or document should be submitted for this particular purpose to the Liaison Officer as soon as possible before the meeting begins. The Liaison Officer will also be at the disposal of delegations to arrange distribution of prepared statements or documents to other delegations during a meeting.

6. Distribution of Documents

In the case of morning meetings, provisional verbatim records and documents submitted during a meeting will normally be ready for distribution on the following day. They can be collected from the assigned boxes in the Documents Office which is located in Room C.14 (on the ground floor below the Council Chamber - telephone extension 2623). The Documents Office will be open during all formal meetings of the Committee. On days when the Committee does not meet formally, the office will be open from 8.30 a.m. to 12 noon; delegations wishing to have access to their boxes outside these hours are requested to apply to Room C.111, opposite the Council Chamber.

DEPOSITORY

7. Reference Documentation

A file of disarmament documents and records is maintained by the Secretariat; the Liaison Officer (telephone extension 2192) will make any such documents available to delegates for consultation upon request.

8. Non-Governmental Communication

All relevant communications addressed to the Conference or to the Secretariat will be retained, as in the past, by the Secretariat and will be available for consultation by delegations. A list of all communications retained by the Secretariat will be circulated to delegations periodically.

9. Official Functions

In order to avoid duplication of official functions, the delegations to the Conference of the Eighteen-Nation Committee on Disarmament may, if they wish, consult the Protocol Service of the United Nations Office at Geneva, Room 141 (telephone extension 2127) which maintains a Register of official receptions, luncheons, dinners and other events.